

PEACE CORPS

Overseas Request for Quotation (RFQ) for Services – Accommodation and Meal for PST Wrap up and Supervisor Conference N207

Date: February 10, 2020

Peace Corps intends to offer a firm-fixed price contract for the venue to conduct Pre Service Training Wrap up and Supervisor Conference for N207 group of Peace Corps Trainees. Interested vendors should submit a quote for the services as described in this RFQ.

Quotes are due by the following address by 4:00 P.M. on **February 17, 2020**

Any questions regarding the RFQ may be addressed to the same person. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Name: Binaya Shrestha

Address: Peace Corps Nepal, Maharajgunj Chakrapath

Email: bshrestha@peacecorps.gov

Name: Ms. Bodhi

Address: Peace Corps Nepal, Maharajgunj Chakrapath

Email: rpajapati@peacecorps.gov

A. Price/Period of Performance:

Services

A) Meal:

Date	Peace Corps Event Details	Meal Type					Total Day/s
		Additional Breakfast	Tea /coffee/Snacks	Lunch	Tea /coffee/Snacks	Dinner	
Apr 15, 2020	PST Wrap up	0	65	65	59	No	1
Apr 16, 2020	PST Wrap up & Supervisor conference	100	168	168	168	No	1

B) Accommodations:

Dates	Particulars	Quantity
April 14-17, 2020	Single Room – Bed & Breakfast Plan (Attached bathroom)	2
April 18, 2020	Single Room – Bed & Breakfast Plan (Attached bathroom)	4
April 14-18, 2020	Twin sharing – Bed & Breakfast Plan (Attached bathroom)	25
April 14, 2020	Training hall	1
April 15, 2020	Training hall accommodating 70 pax (8:00- 17:00)	1
April 15, 2020	Closed Space/room for one to one conversation (10:00-17:00)	6
April 16, 2020	Training hall accommodating 165 pax (8:00- 17:00)	1
April 16, 2020	Training hall accommodating 100 pax (8:00- 17:00)	1
April 16, 2020	Training hall accommodating 70 pax (8:00- 17:00)	1
April 17, 2020	Training hall accommodating 60 pax (11:00- 15:00)	1

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs. Please specify if there are any applicable taxes.

Please provide a price for the above-listed requirements and a per person price for the daily meals package. Also provide any assumptions or related information. Additionally, if your facility does not meet the requirements or does not have availability for the requested dates, please provide a response to that effect.

Training Duration: April 14, 2020 – April 19, 2020

B. Statement of Work/Specifications

1. Rooms and Meals as mentioned in A. Price/Period of Performance

2. Additional requirements:

- Venue should have enough parking spaces for at least 3 vehicles
- Electricity available with generator backup in the case of load shedding
- WiFi access in the Conference hall
- Break out space/Office set up space

C. Location of Work - Kathmandu

D. Delivery Schedule

Delivery Date(s): April 14, 2020 to April 19, 2020

Delivery Location:

POC Name: Bhimesh Chaudhary

Mailing Address: bchaudhary@peacecorps.gov

Phone Number: 9801122996

E. Acceptance Criteria

The quote must meet the submission requirements listed in Section I of this solicitation or it will not be considered.

F. Contract Terms and Conditions

As stated in the standard Peace Corps Firm Fixed Price contract.

G. Peace Corps Payment Schedule and Terms

Supplier will receive payment in approximately 21 to 30 days after acceptance and receipt of valid/accurate invoice.

H. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

- ☒ Price
- ☒ Facilities offered (Rooms, Multiple Training hall, Restaurant, Office space, Break rooms, wi-fi availability)
- ☒ Past Performance
- ☒ Location
- ☒ Other (*Enough parking space for at least 3 PC vehicles, Back up electricity*)

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

I. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section VI.
- b. Return completed RFQ by due date as follows:
 - 1) Fill in prices in Section II and in Section III (if applicable).
 - 2) Unless delivery date(s) are provided, provide delivery date(s) in Section IV.
 - 3) List/state any other terms or items in Section VIII not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B.

J. Other Terms/Items Offered at No Additional Cost:

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____ Position/Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____